



Vacancy Announcement

EEO MANAGER, NT-0260-V (Supervisory Administrative/ Technical Specialist)

THIS POSITION IS UNDER THE PERSONNEL DEMONSTRATION PROJECT AND IS EQUIVALENT TO EQUAL EMPLOYMENT OPPORTUNITY MANAGER, GS-0260-13/14.

SALARY: \$53,156 - \$82,180 per annum (salary may not exceed the equivalent of GS-13 step 10)

Announcement Number: CAPNWC01-0260-338

Date Opens: November 7, 2001

Date Closes: December 7, 2001

Locations: Indian Head, Maryland

Area of Consideration: All Federal Agencies in the Washington, DC
Commuting Area

DEMO: NAVSEA INDIAN HEAD DIVISION is a part of a salary system called personnel demonstration project. This system enhances our ability to provide compensatory salaries and bonuses to high-performance employees.

About Us: NAVSEA Indian Head is home of the largest continuously operating Naval Ordnance facility in the United States. We ensure operational readiness of United States and Allied forces by providing full-spectrum technical capabilities necessary to rapidly move any "energetics" product from concept through production, to operational deployment.

About the Job: This position serves as the Deputy Equal Employment Opportunity Officer (DEEOO) for the Indian Head Division, Naval Surface Warfare Center (NSWC). The incumbent manages a Division of approximately eight employees responsible for EEO, workforce development and training, performance management and awards, employee benefits and the workers compensation program. Manages all aspects of the Command's Equal Employment Opportunity (EEO) and Affirmative Employment Programs (AEP) including Federal Women's Programs, Hispanic Employment Program, Black Employment Program, Federal Equal Opportunity Recruitment Program (FEORO), programs for persons with disabilities, Asian/Pacific Islander Program, and Discrimination Complaint Process Management. The incumbent provides expert advice

and professional opinion on all matters related to equal employment opportunity (EEO) and discrimination complaint processing. The DEEOO develops Command policies and written guidance for the management and administration of the EEO program. Develops and updates Multi-Year AEP and FEOPR plans for women, minorities and persons with disabilities. The incumbent monitors and evaluates the effectiveness of the EEO program through data analysis and on-site reviews. The incumbent monitors the processing of all discrimination complaints, provides technical advice on complaint processing, resolution, and adjudication, and performs analysis of command-wide complaints to identify systemic problems and recommends solution.

KNOWLEDGE, SKILLS, ABILITIES:

1. Knowledge of Federal Equal Employment Opportunity and human resources management regulations, practices, and precedents.
2. Ability to plan, implement, direct, and evaluate EEO and AE programs.
3. Ability to identify and resolve EEO-related workforce and employment problems and complaints.
4. Ability to supervise and delegate work.
5. Ability to effectively communicate in person and in writing.

Click here to **[get other information about this job, and to apply.](#)**